

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
RATING AND RANKING POLICIES
PROGRAM YEAR 2009/2010**

ALLOCATION POLICIES: The following set-asides are established for the 2009/2010 funding year.

- + \$185,000 will be set-aside to fund the following district-wide housing rehabilitation programs operated by the Southeastern Utah Association of local Governments: 1. \$150,000 to provide repairs to the homes of residents throughout the District, either as a stand-alone fund or in coordination with funds from the Olene Walker Loan Fund, Rural Development, or other sources. 2. \$35,000 for the operation of the District's housing rehabilitation programs funded by CDBG, HOME, RCED, State Critical Housing Needs, Rural Development, Olene Walker Housing Loan Fund, etc., by providing loan underwriting services, development of scopes of work, contractor supervision, and housing rehabilitation-repair technical assistance directly to clients and to other entities or agencies providing services to low income persons. 3. Operate the lead-based paint evaluation program for the district's housing rehabilitation activities, weatherization programs, and other agencies that serve low-income clients with housing and rehabilitation services
- + \$70,000 will be set-aside to fund the district-wide planning and project development activities operated by the Southeastern Utah Association of Local Governments: 1. Production and/or updating (including compiling data) of the District's required Consolidated Plan. 2. Production and/or updating (including compiling data) of the of the District's Comprehensive Economic Development Strategy (CEDS). 3. Coordinate planning activities and efforts with the district's economic development practioners, chambers or commerce, travel councils, and the Southeastern Utah Economic Development District board; 4. Coordinate planning activities and efforts with the district's homeless coordinating committees, agencies providing services to person with disabilities, district housing authorities, and other non-profit and special service agencies that serve low-income clients. 5. Provide technical assistance to the district's CDBG grantees to ensure the successful completion of their projects. 4. Provide technical assistance to the district's homeless and affordable housing committees, and other agencies that serve low-income residents, for program development and funding opportunities.
- + The remaining funds will be available for application on a district-wide basis for projects that address the needs/issues identified in the Consolidated Plan.
http://www.seualg.dst.ut.us/COMMDEV/2005_ConPlan/conplan.htm
- + The state established minimum amount to be applied for per project is \$30,000
- + For this funding year there will be no maximum limit for any project or application
- + To comply with state policy, in order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least fifty percent of their previous year's CDBG grant funds at the time of regional rating and ranking.
- + Because of ongoing concerns about future funding for the CDBG program, applications for multi-year funding are not being accepted at this time.

GENERAL POLICIES

1. All applications will be pre-rated by the Rating Advisory Committee. This committee will consist of:

SEUALG Executive Director
Economic/Community Development Director
Housing Rehab Coordinator
Community Services Program Manager

Two additional representatives from community entities or organizations that aren't submitting an application

The Rating and Ranking Committee (RRC, consisting of the SEUALG Governing Board) will formally review the pre-rating, will rank the applications and award funding. The board may revise the ratings assigned to an application by the advisory committee if it finds the points were not given according to the criteria, or if it is aware of facts about the project which were unknown at the time of pre-rating and which would change the rating given. Results of the pre-rating process will not be made public or released to any applicant until after the formal RRC review has been completed.

2. If the RRC is aware of facts about a project or application which were unknown at the time of application or pre-rating, and make the project ineligible, the RRC may reject the assigned ratings and deny any ranking at all to the application.

3. Applications that indicate that additional non-CDBG monies will be used to fund the project will not be given points for the additional funding unless the applicant provides detailed documentation that the additional funding is committed and available in the amount needed. If (after rating and ranking) the additional funding becomes unavailable, the project must be re-ranked. The new ranking may place the project below another un-funded or partially funded project. In this case the CDBG grant award must be withdrawn and awarded to the next highest eligible applicant.

4. **Applications on behalf of sub-recipients (i.e., special service districts, nonprofit organization, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the pre-application. The inter-local agreement must detail who will be the project manager and how the sponsoring entity and sub-recipient will coordinate work on the project. A letter from the governing board of the sub-recipient requesting the sponsorship of the project must accompany the pre-application. This letter must be signed by the board chairperson.**

Public service providers, which are usually non-profit organizations, are encouraged to apply for CDBG funds for capital improvements and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling and facility expansion. State policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

5. A copy of the sub-recipients By-Law's, Articles of Incorporation, and 501(c)x certification, as appropriate, must accompany the pre-application. Sub-recipients that don't yet have the documents are not eligible for sponsorship.
6. Applications for projects that are determined to provide direct benefit to LMI residents of a distressed community/area will receive an additional two points. The determination of "distress" will be based on the most current Consolidated Plan, but may include additional documentation provided by the applicant.

7. Documents proving ownership must accompany pre-applications for projects involving real property. If the property is mortgaged, documents detailing terms of the mortgage, balance due and maturity date of the loan must accompany the pre-application

8. Projects must be consistent with the District's Consolidated Plan. The project must be included on the prioritized capital improvements list that the entity submitted for inclusion in the Consolidated Plan. A copy of the current Consolidated Plan can be downloaded from: http://www.seualg.dst.ut.us/COMMDEV/2005_ConPlan/conplan.htm

9. Economic/business development projects (where funds will be lent/granted to start or expand a business) are required to include with the pre-application: financial statements, business plans, pro-forma reports, financing strategies, etc. The project will be evaluated by the Revolving Loan Fund Manager and a feasibility report will be prepared for the RRC's use in considering the project for funding.

Entities considering such a project should contact the ALG before beginning the pre-application to obtain the necessary forms and technical assistance, and to determine if the District's Revolving Loan Fund Programs should be utilized prior to apply for additional funding.

10. All projects must demonstrate "maturity", i.e. is the project feasible as presented; can it be completed with the funding available, is there funding for ongoing operating costs? For construction projects, the applicant must consider if there is a title or ownership question; will this project require property acquisition; exceptional engineering or design work; 'sole source' protection? For planning projects-does the entity have a reasonable time-line for completing the project once the planning has been completed? Pre-applications that cannot document project maturity will not be rated and ranked.

11. All eligible applications will automatically receive the following points:

National Objective = Targeted Clientele (100%)Low Income	3 points
National Objective = Surveyed (51% +) Low Income	2 points
National Objective = Urgent Health, Welfare	1 point
National Objective = Elimination of Slum and Blight	0 points

12. All eligible applications will automatically receive one point for participation at any level in a Quality Growth Planning Program. Documentation must be provided by the applicant.

13. Applicants will be required to demonstrate how their project provides direct benefit to low-income residents and how that benefit will be documented. When applicants are choosing a project, they should consider which of the prioritized projects on their capital improvement lists best lend themselves to this outcome based performance measurement requirement. These descriptions/explanations should be included in the project narrative section.

15. No-cost technical assistance for grant administration and successful project completion is available from the Southeastern Utah Association of Local Governments. Applicants are encouraged to take advantage of this service and not budget any of their grant award for administration costs. Applications that do not include administration costs will be awarded additional three points.